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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

MMRS Policies and Procedures		
2058	PayMode e-Payment and e-Invoice Management User Profile Maintenance Form Procedures	Revision Date: 04/18/2017
		Version: 6

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## 1. Introduction

This document provides instructions for completing *#2057 PayMode e-Payment and e-Invoice Management Profile Maintenance Form*, for the authorization of user access to the e-Payment system.

## 2. Scope

This document gives an overview of the PayMode e-Payment system and provides instructions for the designated person in each agency for completing the *#2057 PayMode e-Payment and e-Invoice Management Profile Maintenance Form*. Since e-Payments are components of Finance Logistics (FI/LO), the designated Security Contact for FI/LO will also serve as the designated Authorized Security Contact for PayMode.

## 3. PayMode e-Payment Overview

The PayMode e-Payment system is a web-based electronic payment system implemented by the State of Mississippi to provide state agencies with electronic access to vendor payments. The PayMode e-Payment module was designed to meet the needs of vendors and state agencies by:

- allowing vendors and agency users to view payment information for payments the agency has made;
- delivering an invoice from the supplier to MAGIC using a web browser interface that allows the supplier to enter the invoice online;
- allowing vendors and agency users to view pay remittance information for payments the agency has made;
- facilitating electronic payment through the customer's and supplier's financial institution;
- integrating with the State's financial system.

The individual's current email address is the user's id. Each user must set up a password to access PayMode.

If a user forgets their password, they should contact PayMode Customer Service @ 1-877-252-7366.

## 4. Profile Maintenance Form

The MMRS Security Administrators handle security oversight for the statewide applications of the Department of Finance and Administration, Mississippi Management and Reporting System (MMRS), including access to the PayMode system.

The *#2057 PayMode e-Payment and e-Invoice Management Profile Maintenance Form* must be completed and authorized by the FI/LO Security Contact at each agency. It is used to establish access for individual users in the agency. The FI/LO Security Contact must also use the form to request that PayMode access be deleted if the user leaves the agency or no longer needs access to PayMode.

The *#2057 PayMode e-Payment and e-Invoice Management Profile Maintenance Form* should be sent to the MMRS Security Administrator via e-mail at [MASH@dfa.ms.gov](mailto:MASH@dfa.ms.gov), or faxed to (601) 359-6551, or mailed/hand mailed to:

MMRS Security Administrator  
Robert Clark Building  
301 North Lamar Street, Suite 400  
Jackson, MS 39201

Copies of all PayMode security requests are kept on file at MMRS.

Maintenance Action		
<b>Add User Update User Delete User (Effective Deletion Date)</b>	Required	Check (√) the appropriate action to be performed. Only one action can be requested per form. If a user is to be deleted, indicate the date the deletion should be effective in the space provided. If no date is given, the deletion request will be processed upon receipt.

User Information		
<b>Name</b>	Required	Enter the user's name.
<b>Phone</b>	Required	Enter the user's phone number.
<b>Fax</b>	Optional	Enter the user's fax number.
<b>E-mail Address</b>	Required	Enter the user's email address.
<b>Agency Name</b>	Required	Enter the user's agency name.

Requested Access		
<b>View Payments</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can view payments for the agency.
<b>View Remittance Summary</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can view remittance summaries for the agency.
<b>View Remittance Details</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can view remittance details for the agency.

Account Level Privileges - For DFA MMRS or OFM Staff Only		
<b>View Invoices</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can view invoices for the agency (DFA/OFM or DFA/MMRS)
<b>View Invoice Details</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can view invoice details (DFA/OFM or DFA/MMRS)
<b>Import Payment Files</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can submit payment files to PayMode (MMRS Operations)
<b>Approve Payments</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can approve payment files before sending to PayMode (MMRS Operations)
<b>Manage Company Information</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can manage overall state information in PayMode (MMRS Security Administration)
<b>Add/Edit Bank Accounts</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can add/edit static bank account information for the state.(MMRS Security Administration)
<b>Add Users</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can set up user access (MMRS Security Administration)
<b>Create PayMode Accounts</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can create agency accounts (MMRS Security Administration)
<b>Group Administration</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can add, change or delete e-Invoicing Approval Groups (MMRS Security Administration)
<b>Post-Approval Maintenance</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can change a PO number or mark an invoice as paid after the invoice has been approved. (OFM, limited MMRS functional analysts)
<b>View Invoice Exceptions Reporting</b>	Required	Circle Y (Yes) or N (No) to indicate if the user can view the Invoice Exceptions Report. (MMRS functional analysts and/or operations)

Authorized FI/LO Security Contact		
<b>Name</b>	Required	Enter the name of the Authorized Primary or Backup FI/LO Security Contact.
<b>Phone</b>	Required	Enter the security contact's phone number,
<b>Signature</b>	Required	Signature of the FI/LO Security Contact.
<b>Date</b>	Required	Date the form was signed.
<b>For MMRS Use Only</b>		MMRS will record the date the form was processed, as well as who processed the form.